



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

SCHOOL FINANCE MEMORANDUM 04-027

**TO: Charter School Operators**  
**DATE: February 4, 2004**  
**SUBJECT: FY 2002-2003 Recalculation of Charter School State Aid**

This memorandum is in reference to the recalculation of Charter School State Aid for fiscal year 2002-2003. As many schools have been revising their FY03 data, School Finance has been unable to complete this calculation. At this time, it is necessary to finish this calculation and disburse and/or collect any revenue due for the 2002-2003 school year. Please follow these steps to ensure your calculation is done correctly and to certify that the data is accurate:

1. Print your FY03 ADMS 46-1, SPED28, and ELLS10-1 reports
2. Fill out the attached form
3. Mail the form, signed by the charter holder on/before Friday, February 20, 2004.

You will be notified via e-mail and/or web posting once we receive your submission.

Please mail to:

Arizona Department of Education  
School Finance, Bin #13  
1535 W. Jefferson  
Phoenix, AZ 85007

**All documents must be post marked no later than Friday, February 20 in order for the calculation to be made for your Charter.**

If you have any questions please contact Steve Murosky at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov).

Sincerely,

Vicki Salazar  
Associate Superintendent of Finance

# FY 2002 - 2003 ADM Adjustment

Due Date: 02/20/04

Please print your FY2002-2003 ADMS46-1, ELLS10-1, and SPED28 reports and enter all of the requested data below. This form must be submitted to Arizona Department of Education, School Finance Unit on or before Friday, February 20, 2004. If you are still having student detail issues, mark the appropriate box below and contact Karla Dunn or Steve Murosky immediately.

CTDS \_\_\_\_\_

Charter Name \_\_\_\_\_

Enter data from your FY 2002-2003 ADMS46-1:

ADMS46-1 dated: \_\_\_\_\_  
Total K-3 Group B Add On: \_\_\_\_\_  
Total K-UE: \_\_\_\_\_  
Total 9-US: \_\_\_\_\_

Enter the following data from your FY 2002-2003 ELLS10-1:

ELLS10-1 dated: \_\_\_\_\_  
Use this number for budget \_\_\_\_\_  
ELL Group B: \_\_\_\_\_

☐ I agree with the data on the FY 2002-2003 ADMS46-1.

☐ I agree with the data on the FY 2002-2003 ELLS10-1.

Enter the following data from your FY 2002-2003 SPED28:

SPED28 dated: \_\_\_\_\_  
HI \_\_\_\_\_  
MD, A, SMR - R \_\_\_\_\_  
MD, A, SMR - SC \_\_\_\_\_  
MDSSI \_\_\_\_\_  
OI - R \_\_\_\_\_

OI - SC \_\_\_\_\_  
Preschool - SD \_\_\_\_\_  
ED, MIMR, SLD, SLI, OHI \_\_\_\_\_  
ED - P \_\_\_\_\_  
MoMR \_\_\_\_\_  
VI \_\_\_\_\_

☐ I agree with the data on the FY 2002-2003 SPED28.

☐ I agree with all data and I am requesting an adjustment for FY 2002-2003.

☐ I do not agree with my FY 2002-2003 data - If you mark this box you must contact Karla Dunn at kdunn@ade.az.gov or (602) 542-8240, or Steve Murosky at smurosk@ade.az.gov or (602) 542-8239 immediately. Otherwise the deduction will be taken from your March state aid payment.

☐ I agree with all data, but an adjustment will cause a hardship to my charter. I have attached a letter requesting an adjustment over two years per A.R.S. § 15-915 (A)(1).

\_\_\_\_\_  
Signature of Contract Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title, and e-mail address of signer

Positive FY2002-2003 payment adjustments will take approximately four (4) weeks to process and will not be included with any regular monthly apportionment. Negative FY2002-2003 payment adjustments will be adjusted against the March 15th monthly apportionment.

Return form to : Arizona Department of Education  
School Finance Unit BIN # 13  
1535 West Jefferson St.  
Phoenix, Arizona 85007